



NEW JERSEY BOARD OF PUBLIC UTILITIES

ELECTRIC POWER and GAS SUPPLIER APPLICATION INSTRUCTIONS

All requested information refers to requirements of the BPU's Interim Licensing and Registration Standards adopted on May 12, 1999.

- All applications submitted to the New Jersey Board of Public Utilities must be completed and include all fees, documents, schedules and attachments.
- Type or print all answers. Do not leave any questions unanswered. If a question is not applicable to you or if the answer is none, please type or print N/A or NONE.
- Any question which is answered "yes" requires a detailed explanation. Attach a separate schedule providing details. Failure to provide adequate information will cause a delay in processing the application.
- Insert on line 1 the complete name of the corporation, or limited liability company (LLC) exactly as it appears on the Certificate of Incorporation or Formation papers filed with the New Jersey Secretary of State. If a Sole Proprietor or Partnership, insert the person's name or the name of the partnership.
- Attach a copy of the Certificate of Incorporation or Certificate of Formation bearing the New Jersey Secretary of State's dated filing stamp. Foreign (out-of-state) corporations must attach a copy of the Certificate of Authority to Do Business in New Jersey bearing the New Jersey Secretary of State's dated filing stamp. An entity utilizing a trade name must attach a copy of their trade name certificate bearing the dated filing stamp of the County Clerk's Office in the county of which their business is to be located.
- Attach a copy of the registration of fictitious corporate name bearing the New Jersey Secretary of State's dated filing stamp if the entity uses a "doing business as/alternate" name. If such a name is used, it must be included on line 1 of the application.
- No special consideration can be given to applicants who may have payroll, leases or other obligations to satisfy while the application is being processed. Therefore, all applications should be submitted well in advance of any date the applicant intends to commence business.

- Application must be properly sworn to, signed and dated by:
 - corporate president and secretary if a corporation;
 - member of the partnership and a witness if a partnership; or
 - the sole proprietor and a witness if a sole proprietorship, in the spaces provided for attestation.
- Corporate seal or a facsimile of same must be affixed in the case of a corporate applicant. Signatures must be witnessed by a notary or attorney
- Provide perfected surety bond [or other authorized security] in the minimum amount of \$250,000
- Applicant may be required to complete a criminal history request form for all key operating personnel, officers, directors, partners or owners. The Board will notify applicants when such a form is required.
- Enclose certified checks or money orders made payable to Treasurer, State of New Jersey in the amount of :

Electric License Fees (Returnable if application is rejected): \$1,000

Gas License Fees (Returnable if application is rejected) \$800

Application Fee (Non-refundable) \$250

Return completed application to:

New Jersey Board of Public Utilities
 Attn: Licensing and Registration Unit
 Division of Energy
 Two Gateway Center
 Newark, NJ 07102